

OPEN-SPOT EXAMINATION

DALY CITY, MARIPOSA & BLYTHE

CU80/1741 (4FA46)

An equal opportunity employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation. It is an objective of the State of California to achieve a drug-free state workplace. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the state, the rules governing civil service, and the special trust placed in public servants.

WHO SHOULD APPLY

Applicants who meet the minimum qualifications as stated below. This is a open examination. Applications will not be accepted on a promotional basis. Career credits do not apply.

HOW TO APPLY

Applications (STD. Form 678) are available and will only be **ACCEPTED IN PERSON**, from the applicant on **Friday, September 10, 2004** between the hours of **8:00 a.m. to 5:00 p.m.** at the fairs listed below:

MARIPOSA FAIRGROUNDS 5007 Fairgrounds Road Mariposa, CA 95338	COW PALACE 2600 Geneva Avenue Daly City, 9401
COLORADO RIVER COUNTY FAIR 11995 Olive Lake Blvd Blythe, CA 92225-9454	

APPLICATION DEADLINE

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD.
FINAL FILING DATE: FRIDAY, SEPTEMBER 10, 2004.
APPLICATIONS WILL NOT BE ACCEPTED BY MAIL, FACSIMILE, MESSENGER, INTER-OFFICE MAIL OR EXPRESS DELIVERY FOR ANY REASON.

Applications must be submitted **IN PERSON** on the file-in-person date,
Friday, September 10, 2004.

TEST DATE

It is anticipated that the examination will be sometime in October or November 2004.

TESTING METHOD

The testing method used may be one or a combination of the following: **ORAL OR WRITTEN EXAMINATION, EDUCATION & EXPERIENCE OR SUPPLEMENTAL APPLICATION.**

SPECIAL TESTING
ARRANGEMENTS

If you have a disability and need special arrangements, mark the appropriate box in #2 of the application. You will be contacted to make specific arrangements. If you have not been contacted by the time you receive a notice to appear at a test, call the California Department of Food and Agriculture Exam Unit at (916) 654-0422.

REQUIRED IDENTIFICATION

NOTE: Applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

SALARY RANGE

\$2465 - \$2998

NOTE: The salaries used in this bulletin are the latest available from the State Controller’s Office, but may not reflect all of the pay raises granted recently. You should verify the salary levels with the department personnel office before making any commitments.

ELIGIBLE LIST INFORMATION

A Departmental “Open” list will be established for the California Department of Food and Agriculture. The eligible list will be abolished **12** months after it is established **unless** the needs of the service and conditions of the list warrant a change in this period.

REQUIREMENTS FOR
ADMITTANCE TO THE
EXAMINATION

NOTE: IT IS YOUR RESPONSIBILITY TO MAKE SURE YOU MEET THE EDUCATION AND/OR EXPERIENCE REQUIREMENTS AS STATED BELOW. YOUR SIGNATURE ON YOUR APPLICATION INDICATES THAT YOU HAVE READ, UNDERSTOOD, AND POSSESS THE BASIC QUALIFICATIONS REQUIRED.

MINIMUM QUALIFICATIONS

NOTE: ALL APPLICATIONS/RESUMES MUST INCLUDE: ‘TO’ AND ‘FROM’ DATES (MONTH/DAY/YEAR); TIME BASE; AND JOB TITLES. APPLICATIONS/RESUMES RECEIVED WITHOUT THIS INFORMATION MAY BE REJECTED.

Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either" I, "Or" II, "Or" III, etc. For example, candidates possessing qualifying experience amounting to 50 percent of the required time of Pattern I, and additional experience amounting to 50 percent of the required time of Pattern II, may be admitted to the examination as meeting 100 percent of the overall experience requirement.

Experience: Two years of experience in keeping or reviewing accounting or fiscal records, or three years of general clerical experience.

and

Education: Completion of at least nine semester hours of a professional accounting curriculum. *(Additional experience in keeping or reviewing accounting or fiscal records may be substituted for the required education on the basis of one year of experience for six semester hours of accounting training.)*

(Completion of a professional accounting curriculum comprising at least 16 semester hours in accounting, given by a recognized residence or correspondence school may be substituted for the required education and experience.)

POSITION DESCRIPTION

TRANSCRIPTS REQUIRED TO VERIFY THE EDUCATION REQUIREMENT.

Maintains bookkeeping and accounting control records; makes journal entries; posts to general ledger and subsidiary ledgers; makes the more difficult adjusting entries required in correcting tax computation errors and other discrepancies; closes and balances accounts; compiles data for budget preparation purposes; prepares financial statements, reports, and documents; prepares correspondence; researches original input documents to trace, identify and correct errors; prepares input documents to correct errors; maintains control of account codes and expenditure authorizations; checks allotments to see how much money has been encumbered by program; receives contracts where the department is entering into agreement to pay for specific services; posts

ACCOUNTING TECHNICIAN POSITION DESCRIPTION <i>(continued)</i>	BRD: 8/27/2004
EXAMINATION INFORMATION	amendments to contracts; receives, reviews and processes claims for payment in accordance with contract stipulations; maintains estimate and claims filed registers; maintains revolving fund ledger cards; processes revolving fund checks for salary and travel advances. This examination will consist of a Qualification Appraisal Interview only. The interview will include a number of predetermined job-related questions. <i>Competitors who do not appear for the interview will be disqualified.</i> In order to obtain a position on the eligible list, a minimum rating of 70% must be attained in the interview.
SCOPE OF EXAM AND SCOPE OF ON-THE-JOB KNOWLEDGE AND ABILITIES	QUALIFICATIONS APPRAISAL INTERVIEW – WEIGHTED 100% The California Department of Food and Agriculture and the State Personnel Board reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified. In addition to evaluating the competitor’s relative abilities as demonstrated by quality and breadth of experience, emphasis in the examining interview will be on measuring competitively, relative to job demands, each competitors: A Knowledge: 1. Principles and practices of financial record keeping; 2. Basic principles of accounting; 3. Governmental accounting principles and procedures. B Ability to: 1. Express ideas and give instructions effectively; 2. Operate common office appliances used in financial record-keeping work and make arithmetical computations rapidly and accurately; 3. Apply rules and regulations to specific cases; 4. Analyze data and draw logical conclusions.
EDUCATION AND EXPERIENCE	If conditions warrant, this examination may utilize an evaluation of each competitor’s experience and education compared to a standard developed from the class specification. For this reason, it is especially important that each candidate take special care in accurately and completely filling out his or her application. List all experience relevant to the “Requirements for Admittance to the Examination” shown on this announcement, even if that experience goes beyond the seven-year limit printed on the application. Supplementary information will be accepted, but read the “Requirements for Admittance to the Examination” carefully to see what kind of information will be useful to the staff doing the evaluation.
SPECIAL NOTE:	Veterans preference credits will be added to the final score of all competitors who are successful in this examination and who qualify for, and have requested these points. Due to changes in the law, which were effective January 1, 1996, veterans who have achieved permanent civil service status are not eligible to receive veteran's preference points.
VETERANS PREFERENCE	Career Credits do not apply in this examination.
CAREER CREDITS QUESTIONS?	If you have any questions regarding this announcement, please contact the California Department of Food and Agriculture, Examination Unit, 1220 N Street, Suite A-151, Sacramento, CA 95814, (916) 654-0422.

GENERAL INFOMATION

Americans with Disabilities Act, Title II: The California Department of Food and Agriculture (CDFA) is committed to a strong policy of equal employment opportunity. To this end, CDFA does not discriminate against or exclude any person from participating in the employment process, advancement, benefits of employment, or in the admission and access to programs or activities administered by CDFA on the basis of: race; color; national origin; ancestry; religion; creed; sex; marital status; sexual orientation; pregnancy; age; veteran status; political affiliation; or disability (including AIDS) as required by Title II of the Americans with Disabilities Act (ADA). Reasonable accommodations for qualified individuals with disabilities will be made available upon request. Candidates must be able to perform the essential functions of the position with or without reasonable accommodations.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. If an offer of employment is made, a medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required. All job offers are subject to an approval process.

If you meet the requirements stated you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

Applications are available at State Personnel Board offices, local offices of the Employment Development Department and the Department noted on the front.

It is the candidate's responsibility to contact the California Department of Food and Agriculture Examinations Unit three (3) days prior to the written test date if s/he has not received his/her notice.

If a candidate’s notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, s/he will be rescheduled upon written request.

For an examination without a written feature it is the candidate's responsibility to contact the California Department of Food and Agriculture Examinations Unit at (916) 654-0422 three (3) weeks after the final filing date if s/he has not received a progress notice.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, oral interviews are scheduled in Sacramento, San Francisco, and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: ① sub-divisional promotional, ② departmental promotional, ③ multi-departmental promotional, ④ service-wide promotional, ⑤ departmental open, ⑥ open. Eligible lists will expire in from one (1) to four (4) years unless otherwise stated on this bulletin.

Interview Scope: If an interview is conducted, in addition to the scope described on the other side of this bulletin, the panel may consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight may be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress s/he has made in his/her efforts toward self-development.

Veterans Preference: California law limits the granting of veterans preference credits to entrance examinations. Directions for applying for veterans preference are on the Veterans Preference Application form which is available from State Personnel Board office or written test proctors.

High School Equivalence: Equivalence to completion of the twelfth (12th) grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device.

CALIFORNIA RELAY (TELEPHONE) SERVICE FOR THE DEAF OR HEARING IMPAIRED:

FROM TDD PHONES: 1-800-735-2929 FROM VOICE PHONES: 1-800-735-2922